

Code Enforcement Inspector I

A Code Enforcement Inspector I is eligible for promotion to a Code Enforcement Inspector II after a minimum of 2 years of satisfactory employment and completion of required certifications.

PURPOSE: The Code Enforcement Inspector I will assess and ensure that public buildings are in compliance with all applicable local ordinances and state statutes.

ESSENTIAL FUNCTIONS:

- Conducts fire prevention and building maintenance inspections for all public buildings, places of employment, multiple occupancies, mercantile uses, warehouses, factories, etc.
- Conducts special investigations regarding complaints related to building and fire prevention violations.
- Prepares citations, orders, summary reports, etc. related to inspections.
- Interprets codes and ordinances and evaluates occupancy violations.
- Measures premises for the purpose of calculating areas and volumes to ensure compliance with codes.
- Advises owners/tenants of violations and suggests possible methods to bring them into compliance.
- Performs other job-related functions as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. An Associate's Degree or equivalent in Architectural Technology, Construction Technology or related field from an accredited college or university **OR** a minimum of two (2) years of experience in the building trades above the level of a construction laborer performing duties related to this position.

Transcripts must be submitted with application.

2. Valid driver's license and availability of a properly insured personal vehicle for use on the job at time of appointment and throughout employment (car allowance provided).
3. Residence in the City of Milwaukee within six (6) months of appointment and throughout employment.
4. Persons hired must conform to a uniform dress code prescribed by the department.

Note: Equivalent combinations of education and experience may also be considered

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Knowledge of construction methods.
- Knowledge of HVAC, plumbing, and electrical systems and their associated terminology.
- Knowledge of interior and exterior finishes and methods of their application.
- Knowledge of the classes of fire extinguishers.
- Knowledge of basic causes of fire and fire prevention methods.
- Ability to detect various threats to health and safety in public buildings in the City of Milwaukee.
- Ability to take on-site measurements, perform mathematical calculations and record data accurately.
- Ability to communicate diplomatically with the public.
- Ability to be persuasive and decisive in ensuring compliance with applicable local ordinances and statutes.
- Skill in reading and interpreting technical materials and building codes.

DESIRABLE QUALIFICATIONS:

- Familiarity with architectural or engineering principles and their applications to building design and construction.
- Familiarity with fire, building maintenance and health codes.
- Keyboarding skills.

THE CURRENT SALARY RANGE (530) IS: \$39,094 - \$44,257 annually with excellent benefits. Recruitment is normally at the beginning of the pay range.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance examinations; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **May 23, 2008**. Receipt of applications may be discontinued after this date without prior notice. However, recruitment may continue until the needs of the city have been met. Qualified applicants will be notified by mail of the date, time, and place of the examination.

The City of Milwaukee is an equal opportunity employer and values and encourages diversity.